



National Finance Center CAPPS Notification

TESTING UPDATE (TEST PINE and TEST PAYE Verification) - 2021 Annual Pay Raise (#44043)

January 8, 2021

Reference Number: NFC-1608653967

Dear Customer:

The National Finance Center (NFC) has created the Nature of Action 894 (Pay Adjustment) personnel actions for the 2021 Annual Pay Raise Project. Those documents were brought into a TEST PINE (Personnel Edit Subsystem) Pass for Pay Period (PP) 01, 2021, and were applied to the IDMS61-DICT02 database. Please be reminded that those documents will *not* appear under any of the Agency's normal user identification on suspense reports. **TEST PINE Pass 01 data can be verified on Friday, January 8, 2021, from 8:00 a.m. central standard time (CST) to 4:00 p.m. CST.**

Also, NFC will execute the TEST PAYE (Payroll Computation System) Pass 01 job today for Pay Period (PP) 01, 2021, in IDMS61-DICT02. **TEST PAYE Pass 01 data can be verified by Agencies on Friday, January 8, 2021, from 12:00 p.m. CST to 5:00 p.m. CST.**

The two Web page links are as follows:

1. **[2021 Annual Pay Raise Agency Status Report](#)**
2. **[2021 Annual Pay Raise Activities TIMELINE](#)**

The following actions should be taken by the Agencies:

Review TEST PINE Pass 01 data and TEST PAYE Pass 01 data for accuracy. Please be reminded that a 1-day turnaround will be allowed for Agency approvals.

To verify Agency-specific actions loaded into the Employee Processing and Inquiry Corrections (EPIC) System, follow the steps below:

- Go to <https://train.nfc.usda.gov/epic>.
- Select Parallel.
- Select EPIC Parallel 1.

To verify Social Security numbers submitted for testing, follow the steps below:

- Log into Mainframe with your UserID and Password.
- At the Main Menu, select F9.
- Type "S IDMS61" at the cursor, then select enter.
- Type "CLIST DICT02" at the cursor, then select enter.
- Type the application required at the cursor, then select enter.
- REMINDER: NFC does not support incoming Front-End System Interface (FESI) transactions in the pay raise test environment. No FESI transactions will be loaded for pay raise testing.

Run Agency-specific reports, verify data, and correct any existing suspense records.

This is a critical task for all Agencies to ensure that pay adjustments are processed in a timely manner for employees.

- Failure to correct personnel actions which fall into suspense, for any reason, will prevent the employee from receiving his/her PP 01/2021 Pay Adjustment.
- If an Agency deletes an NFC-generated pay raise personnel action from suspense, the Agency will have to manually generate a replacement action.

Submit approvals to the Annual Pay Raise Mailbox, with Subject: TEST PINE

Verification for DEPT/AGCY, using the attached 2021 Annual Pay Raise Agency Status Report.

- The Agency Status Report should be used to provide NFC with positive and negative feedback following completion of your test verification. If corrections are required, Agencies must identify the details on the Agency Status Report. Please include supporting documentation and screen shots to ensure that all issues are properly addressed.

Review the attached 2021 Annual Pay Raise Activities Timeline that NFC is following to implement the January 2021 pay increase. **Please be reminded that Friday, January 8, 2021, is the final date for Agencies to clean up PRODUCTION suspense to ensure pay adjustments for 2021 will process correctly.**

The contents of this notification and other Annual Pay Raise resources can be viewed online at the [Annual Pay Raise Web site](#).

If you have any questions/comments regarding this notification, please send an email to the Annual Pay Raise Mailbox at Annual.PayRaise@usda.gov.

Thank You,
2021 Annual Pay Raise Team